<u>MEMBER DEVELOPMENT PROGRAMME 2019 : SUPPORTING ELECTED MEMBERS TO MAKE A DIFFERENCE IN STOCKTON ON TEES</u>

The Member Development Programme for 2019 will include:

Member Induction Programme
Mandatory Sessions and Regulatory Induction
Committee Related Inductions
ICT training
Personal Support Planning
Members Intranet.

Section A – All Member Induction

Date	Time	Venue	Event
Tuesday 7 May 2019	Between 9.00am – 6.00pm	Democratic Services Office	**Democratic Services 'Drop In'** Meet Democratic Services – An opportunity for New Members to meet Officers from the Democratic Services Unit and IT Support, see what we do and fill in Declarations of Interest, IT Support, ID Badges, CRB forms, Car Parking Arrangements and Ward Profiles. The Roles and Responsibilities will also be discussed during the 'Drop In'
Wednesday 8 May 2019	10.00am – 1.15pm	Jim Cooke Conference Suite, Stockton Central	**Introduction to Stockton-on-Tees Borough Council** – National /Regional Context – Managing Director

	9.45am coffee & Registration 12.30pm Lunch	Library	
Thursday 9 May 2019	1.00pm – 3.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to Community Services** - Director
Friday 10 May 2019	10.00am – 12.30pm 9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to Economic Growth & Development Services** – Director
	1.00pm – 4.00pm	Set off from Jim Cooke Conference Suite, Stockton Central Library	**Tour of the Borough**
Monday 13 May 2019	10.00am – 12.30pm 9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to Children's Services** – Director
	1.00pm – 3.00pm 12.45pm coffee & Registration	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to Adults and Health** – Director
Tuesday 14 May 2019	10.00am – 12.30pm 9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to Culture, Leisure & Events** – Director
	1.00pm – 3.00pm 12.45pm coffee & Registration	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to HR, Legal & Communications** - Director

	5.00pm – 7.00pm	Splash Sports Hall	**Market Place Events**
			An informal networking event, which will enable new Members to find out about the directorates of the Council, meet Officers at different levels and exchange information. There will be representation from all directorates. Information will be presented in a 'Market Stall Style' and will provide officers with the opportunity to showcase their work using live demonstrations to illustrate how services are provided
Wednesday 15 May 2019	10.00am – 12.30pm 9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to Finance & Business Services** – Director
	1.00pm – 3.00pm 12.45pm coffee & Registration	Jim Cooke Conference Suite, Stockton Central Library	**Health & Safety for members** **GIS/ward profiles**
Thursday 23 May 2019	10:00am – 12:00noon	Jim Cooke Conference Suite, Stockton Central Library	**Member Data Protection workshop**
Monday 3 June 2019	1.00pm – 3.00pm 3.00pm – 4.00pm	Jim Cooke Conference Suite Stockton Central Library	**Cleveland Police & Cleveland Fire Brigade Update** **Tees Valley Combined Authority**
Thursday 6 June	10.00 – 12.00noon	Jim Cooke Conference Suite Stockton Central Library	**Media for Members**
	3:00pm – 5:00pm	Jim Cooke Conference Suite Stockton Central Library	**Internet / Intranet for Members**

Thursday 27 June	10.00am – 12.00noon	Jim Cooke Conference Suite, Stockton Central Library	**Digital Optimisation**
June TBC	TBC	TBC	**LGA Member Induction** The LGA will be holding a regional Member Induction event, details being finalised with NEREO
Friday 5 July	10.00am – 12.00noon	Jim Cooke Conference Suite Stockton Central Library	**Equality & Diversity**
Thursday 11 July	4.00pm – 6.00pm	Jim Cooke Conference Suite Stockton Central Library	**Equality & Diversity**

Section B – Mandatory Session & Regulatory Induction

Mandatory Session for **All** Members

Date	Time	Venue	Event
Thursday 9 May 2019	10.00am – 12.30pm 9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	**Mandatory Local Government Finance & Strategic Planning –** Director
	5.00pm – 7.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Mandatory Constitution (one of 4)**
Thursday 16 May 2019	10.00am – 12.30pm 9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	**Mandatory Children's Safeguarding & Corporate Parenting**
	1.00pm – 3.00pm	Jim Cooke Conference Suite	**Mandatory Constitution (one of 4)**
Monday 20 May 2019	10.00am – 12.00noon	Jim Cooke Conference Suite, Stockton Central Library	**Mandatory Adults Safeguarding**
Wednesday 5 June	10.00am – 12.00noon	Jim Cooke Conference Suite Stockton Central Library	**Mandatory Constitution (one of 4)**
Friday 7 June	1.30pm – 3.30pm	Jim Cooke Conference Suite Stockton Central Library	**Mandatory Constitution (one of 4)**

Thursday 4 July	2.00pm – 5.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Mandatory Appeals & Complaints**
Wednesday 10 July	4.00pm – 7.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Mandatory Investigation & Disciplinary**
Tuesday 16 July	4.00pm – 7.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Mandatory Appointment Panel**

Committee Related Mandatory Session

Wednesday 29 May 2019	10.00am – 4.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Role of Planning Committee-for all new Members of Cttee/substitutes**
Thursday 30 May 2019	10.00am – 12.00noon	Jim Cooke Conference Suite, Stockton Central Library	**Employee Appeals Panel Training**
Tuesday 4 June	10.00am – 4.00pm	Council Chamber, Town Hall	**Licensing Committee Training/substitutes**

Section C – Committee Related Induction

Date	Time	Venue	Event
Wednesday 29 May 2019	2.00pm – 4.00pm	First Floor Committee Room	**Health & Wellbeing Board Induction**
Friday 31 May 2019	10.00am – 4.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Cabinet briefings** In addition one-to-one briefings with relevant Directors will be arranged post AGM
Monday 3 June 2019	2.00pm – 4.00pm	Ground Floor Conference Room, Municipal Buildings	**Place Select Committee Introduction to Scrutiny/Ingredients of a Good Scrutiny Review**
Tuesday 4 June 2019	4.00pm – 6.00pm	Jim Cooke Conference Suite, Stockton Central Library	**Adult Social Care & Health Select Committee Introduction to Scrutiny/Ingredients of a Good Scrutiny Review**
Monday 10 June 2019	1.30pm – 3.30pm	Conference Room 2, Municipal Buildings	**People Select Committee Introduction to Scrutiny/Ingredients of a Good Scrutiny Review**
Wednesday 12 June 2019	5.00pm – 7.00pm	Conference Room 2, Municipal Buildings	**Introduction to Scrutiny/Ingredients of a Good Scrutiny Review**
Thursday 27 June 2019	2.30pm – 4.30pm	Jim Cooke Conference Suite, Stockton Central Library	**Introduction to Scrutiny/Ingredients of a Good Scrutiny Review**
Tuesday 2 July 2019	5.00pm – 7.00pm		**Police & Crime Panel Induction**
TBD		TBD	**Scrutiny Chairs Training - CFPS**

Section D – ICT

Date	Time	Venue	Event
Tuesday 7 May 2019	Between 9.00am – 6.00pm	Democratic Services Office	**Democratic Services 'Drop In'** Xentrall Members ICT support will attend the Democratic Services drop in to issue email accounts for all newly elected members. A user guide will be given at the drop in session to advise members how they can access their emails from day 1 whether this is on a personal computer using webmail or via the app on a tablet or smartphone. Xentrall Members ICT support will also assist setting up the smart phone app on the day and go through the log on process for webmail. Xentrall Members ICT will also make an appointment with each member to arrange set up and talk through their needs. The aim is to have them installed or an appointment scheduled by the 17th May Stockton Learning & Skills will be in attendance to discuss any other ICT training requirement with members
28 May 2019	10.00am – 11.30am	Jim Cooke Conference Suite	**ICT Training (one of 6)** Xentrall Members ICT will hold six general ICT Training session for Members, and Members should attend only one of these sessions

30 May 2019	2.00pm – 3.30pm	Jim Cooke Conference Suite	**ICT Training (one of 6)** Xentrall Members ICT will hold six general ICT Training session for Members, and Members should attend only one of these sessions
	4.30pm – 6.00pm	Jim Cooke Conference Suite	**ICT Training (one of 6)** Xentrall Members ICT will hold six general ICT Training session for Members, and Members should attend only one of these sessions
3 June 2019	10.00am – 11.30am	Conference Room 2, Municipal Buildings	**ICT Training (one of 6)** Xentrall Members ICT will hold six general ICT Training session for Members, and Members should attend only one of these sessions
5 June 2019	5.00pm – 6.30pm	Jim Cooke Conference Suite	**ICT Training (one of 6)** Xentrall Members ICT will hold six general ICT Training session for Members, and Members should attend only one of these sessions
6 June 2019	1.15pm – 2.45pm	Conference Room 2, Municipal Buildings	**ICT Training (one of 6)** Xentrall Members ICT will hold six general ICT Training session for Members, and Members should attend only one of these sessions

Xentrall Members ICT support will deliver a short training session which will take place immediately prior to the commencement of each meeting in the new Municipal Year to ensure the meeting run smoothly.

Section E – Personal Support Planning

Members Personal Support Plan Appointments will be available with the Assistant Director Administration, Democratic and Electoral Services, Team Leader – Democratic, Civic, and Member Services, and Members Services Officer as per dates below:

Date	Time
Monday 10 June	10am – 12noon
Tuesday 11 June	2.00pm – 4.00pm
Wednesday 12 June	2.00pm – 4.00pm
Thursday 13 June	10am – 12noon
Friday 14 June	10am – 12noon
Monday 17 June	2.00pm – 4.00pm
Tuesday 18 June	10am – 12noon
Wednesday 19 June	2.00pm – 4.00pm
Thursday 20 June	2.00pm – 4.00pm
Friday 21 June	10am – 12noon
Monday 24 June	10am – 12noon

Tuesday 25 June	2.00pm – 4.00pm
Wednesday 26 June	10am – 12noon
Thursday 27 June	2.00pm – 4.00pm
Friday 28 June	10am – 12noon

Section F – Members Intranet

Following consultation with Members, the Member section of the intranet has been updated and information is provided on:

- Directorate Information
- Member and Staff Directory
- Committee Structure and Membership
- Ward Profiles
- Allowances Scheme and Approved Duties
- Constitution and Procedure Rules
- Committee Agenda, Reports and Minutes
- Member Training & Development
    - o LGA E Learning Courses

Councillor Induction	Facilitation & Conflict Resolution
Planning	Scrutiny for Councillors
Supporting you constituents	Handling Complains for Service Improvements

Community Engagement and Leadership	Licensing and Regulations
Police and Crime Panels	Stress Management and Personal Resilience
The Effective Ward Councillor	

o   Xentrall Tutorials

Jabba	OneNote
Smarter working and hints and tips	Outlook hints & tips
Improve your productivity using outlool	Cyber threat & online fraud

o   Link to Real Safeguarding Stories online video resource

o   LGA Workbooks listed below

Acting on Climate Change	Being an effective ward councillor
Bribery and fraud prevention	Chairing skills
Commissioning Services	Community safety
Councillor / Officer Relations	Creating a' fit for the future organisation'
Engaging young people	Facilitation and conflict resolution
Handling casework	Handling complaints for service improvement
Health and safety in the council	Influencing skills
Local government finance	Media and communications
Neighbourhood & community engagement	Neighbourhood planning- ward councillors
Planning	Scrutiny

Scrutiny of finance	Stress management & personal resilience
Supporting residents with complex issues	Working with town and parish councillors

- Gifts, Hospitality and Member Interests
- Press Releases
- DSE assessment